

# EarlyON onboarding checklist

The onboarding checklist for staff in EarlyON settings includes the following sections:

* Administrative – collect information and documents
* Orientation to the centre, program, and role
* Training
* Set up personnel file for staff
* Supporting materials to be provided
* Orientation to the overall early years and child care system in Peel

## Administrative – collect information and documents

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| **Item** | **Date received/ completed** |
| Signed employee letter (staff) |  |
| Resume with references (staff) |  |
| Medical form (staff) |  |
| Health check (students) |  |
| First Aid/CPR card (staff) |  |
| Criminal reference check, vulnerable sector check (all) |  |
| Education certificate (staff) |  |
| College of Early Childhood Educators registration certificate or other professional association verification (if required - staff) |  |
| Complete Employee Personal Information form (staff) |  |
| Complete Notice with Respect to the Collection of Personal Information form (all) |  |
| Void cheque or account information for Payroll (staff) |  |
| Other: |  |
| Other: |  |

### Orientation to the centre, program, and role

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| **Topic** | **Format (online, in person, hard copy)** | **Responsibility (self, supervisor, other)** | **Date completed** |
| Introduction to EarlyON centres in Peel | Online resource – see EarlyON onboarding page: [peelregion.ca/business/early-years-child-care-providers/onboarding-new-employees/earlyon-onboarding](https://peelregion.ca/business/early-years-child-care-providers/onboarding-new-employees/earlyon-onboarding) |  |  |
| Introduce new hire to your EarlyON organization and/or centre |  |  |  |
| Tour of the centre – including fire and emergency evacuation plan, location of exits, staff washrooms, staff room, storage of personal belongings, and allergy postings (as required) |  |  |  |
| Introduce new hire to other staff (including centre staff, other non-EarlyON agency staff and school staff, where applicable) and their roles |  |  |  |
| Introduce new hire by email to organization or other relevant organizations (as required) |  |  |  |
| Review centre policies, procedures, and processes with new hire |  |  |  |
| Provide employee handbook, schedule time for new hire to read, and follow up to answer any questions |  |  |  |
| Introduce new hire to Peel’s EarlyON Continuous Quality Improvement (CQI) approach | Find the Continuous Quality Improvement presentation at: [peelregion.ca/business/early-years-child-care-providers/onboarding-new-employees/earlyon-onboarding](https://peelregion.ca/business/early-years-child-care-providers/onboarding-new-employees/earlyon-onboarding) |  |  |
| Orientation to daily operations |  |  |  |
| Orientation to specific duties and responsibilities associated with the role |  |  |  |
| Review documentation needed |  |  |  |
| Provide information about support available within the centre (who to go to for different concerns and questions) |  |  |  |
| EarlyON staff spotlight video | Find the videos at:  [peelregion.ca/business/early-years-child-care-providers/onboarding-new-employees/earlyon-onboarding](https://peelregion.ca/business/early-years-child-care-providers/onboarding-new-employees/earlyon-onboarding) |  |  |
| Other: |  |  |  |
| Other: |  |  |  |

## Training

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| **Topic** | **Format (online, in person, hard copy)** | **Responsibility (self, supervisor, other)** | **Date completed** |
| Orientation to training technology/learning management system |  |  |  |
| Connections to “How Does Learning Happen?” | “How Does Learning Happen?”:  [ontario.ca/page/how-does-learning-happen-ontarios-pedagogy-early-years](https://www.ontario.ca/page/how-does-learning-happen-ontarios-pedagogy-early-years) |  |  |
| Anaphylaxis training, review anaphylaxis emergency plans, signature on all EpiPen training | Online training:  [allergyaware.ca/courses](https://www.allergyaware.ca/courses/)- (scroll down to Anaphylaxis in Child Care Settings) |  |  |
| Health & safety course | Online training: [labour.gov.on.ca/english/hs/elearn/worker/foursteps.php](https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php) |  |  |
| WHMIS |  |  |  |
| AODA |  |  |  |
| Ontario Child Care Management System (OCCMS) (if needed) |  |  |  |
| Communication and collaboration practice guideline | Online resource: See the resources page on the College of Early Childhood Educators website: [college-ece.ca/members/resources/](https://www.college-ece.ca/members/resources/) |  |  |
| Professionalism practice guideline | Online resource: See the resources page on the College of Early Childhood Educators website: [college-ece.ca/members/resources/](https://www.college-ece.ca/members/resources/) |  |  |
| Overview of Child Development Supports | Online resource available at:  [peelregion.ca/business/early-years-child-care-providers/onboarding-new-employees/earlyon-onboarding](https://peelregion.ca/business/early-years-child-care-providers/onboarding-new-employees/earlyon-onboarding) |  |  |
| Other: |  |  |  |
| Other: |  |  |  |

### Set up personnel file for staff

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| **Item** | **Responsibility** | **Date completed** |
| Set up staff profile in provider payroll system |  |  |
| Set up staff profile with Child Development Resource Connection Peel (CDRCP) |  |  |
| Set up staff profile on email group/phone |  |  |
| Other: |  |  |
| Other: |  |  |
| Other: |  |  |

### Provide supporting materials

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| **Item** | **Format (link, hard copy, etc.)** | **Date provided** |
| Policy and procedure manual |  |  |
| Peel Region EarlyON Child and Family Centres business practices and funding guideline | [peelregion.ca/children/operators-and-partners/funding-resources/#earlyon](https://peelregion.ca/children/operators-and-partners/funding-resources/#earlyon) |  |
| Training handbook/manual (if applicable) |  |  |
| Human Resources manual/employee handbook |  |  |
| Program calendar |  |  |
| Door entry code or other security items |  |  |
| Business card (if applicable) |  |  |
| Payroll and scheduling information |  |  |
| Other: |  |  |
| Other: |  |  |
| Other: |  |  |
| Other: |  |  |

## Orientation to the overall early years and child care system in Peel

These resources also provide information about the overall early years and child care system in Peel. Choose resources from the list to help you onboard your new staff.

You can find these resources at: [peelregion.ca/business/early-years-child-care-providers/onboarding-new-employees/earlyon-onboarding](https://peelregion.ca/business/early-years-child-care-providers/onboarding-new-employees/earlyon-onboarding)

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| System resources | Brief description |
| Peel’s early years and child care sector | This resource is an overview of the early years and child care sector in Peel, including Peel Region’s role as the service system manager. |
| Early Years and Child Care Service System Plan | The Early Years and Child Care Service System Plan sets the path for how we will continue to build and grow an early years and child care system that is responsive to the current and future needs of children and families in Peel. |
| Journey Together program | This resource describes the Journey Together program. |
| Our intentional journey of growth: enhancing diversity, equity, and inclusion in Peel’s EarlyON system | The “Our intentional journey of growth: enhancing diversity, equity, and inclusion in Peel’s EarlyON system” report highlights the key steps Peel Region and EarlyON providers are taking to enhance diversity, equity, and inclusion in EarlyON across Peel. |
| CDRCP professional learning | This resource describes CDRCP professional learning services and resources. |
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| InfoPeel | This resource describes CDRCP’s InfoPeel. |